

**This document is meant to provide recordkeeping and reporting guidelines for DHCD ESG Rapid Re-housing programs around serving households fleeing domestic violence. As such, this document works in conjunction with the SFY14 RRH Recordkeeping & Reporting document updated by DHCD on 08/02/2013.**

Households (families and individuals) currently fleeing domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions related to violence may access DHCD ESG funded Rapid Re-housing programs to relocate to a new unit and stabilize within that unit. The following record keeping requirements must be met to remain compliant with your DHCD ESG contract.

**To qualify for rapid re-housing assistance, a household must:**

1. Be fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions related to violence against the individual or a family member, including child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; **and**
2. Have no other residence; **and**
3. Lack the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain permanent housing.

**The following documentation must be obtained and kept in the case record of any household that meets the above criteria.**

1. An oral statement by the individual or head of household seeking assistance that they are fleeing that situation, that no subsequent residence has been identified and that they lack the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other housing. **And,**
2. If the individual or family is receiving shelter or services provided by a victim service provider, the oral statement must be documented by either a certification by the individual or head of household; or a certification by the intake worker. **Otherwise,**
3. An oral statement that the individual or head of household seeking assistance has not identified a subsequent residence and lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain housing must be documented by a certification by the individual or head of household that the oral statement is true and complete, and, where the safety of the individual or family would not be jeopardized, the domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening condition must be verified by a written observation by the intake worker or a written referral by a housing or service provider, social worker, legal assistance provider, health-care provider, law enforcement agency, legal assistance provider, pastoral counselor, or any other organization from whom the individual or head of household has sought assistance for domestic violence, dating violence, sexual assault, or stalking. The written referral or observation need only include the minimum amount of information necessary to document that the individual or family is fleeing, or attempting to flee domestic violence, dating violence, sexual assault, and stalking.